

Microsoft Excel for Beginners

A Step-by-Step Guide to Mastering the Basics

(Keyboard Navigation and Shortcuts)

Presented by:



MyTechTrainer
TECHNOLOGY, MADE SIMPLE.



Microsoft Excel for Beginners

Keyboard Navigation and Shortcuts



Moves the Active Cell Outline one cell to the **right**



Moves the Active Cell Outline one cell to the **left**



Moves the Active Cell Outline one cell **up**



Moves the Active Cell one cell **down**



Moves the Active Cell Outline to the next non-blank cell to the **right**



Moves the Active Cell Outline to the next non-blank cell to the **left**



Moves the Active Cell Outline to the next non-blank cell **up**



Moves the Active Cell Outline to the next non-blank cell **down**



Microsoft Excel for Beginners

Keyboard Navigation and Shortcuts

Page Down

Moves the Active Cell Outline one page **down**

Page Up

Moves the Active Cell Outline one page **up**

Home

Moves the Active Cell Outline to the **left most column**

Ctrl

+

Home

Moves the Active Cell Outline to cell **A1**

Ctrl

+

End

Moves the Active Cell Outline to the **last cell** with content on the worksheet

F5

Displays the “Go to” Dialog Box. Type a cell reference (e.g. C3) and press “Enter”

